

VACANCY NOTICE
RHODE ISLAND JUDICIARY

Title of Position:	<u>Administrative Assistant</u>	Classification Code:	<u>00413000</u>
Salary Range:	<u>Gr. 8814A \$31,357 - \$34,175</u>	Reference Position Number:	<u>2725-10000-#409</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>January 17 - 26, 2007</u>
Division/Section/Unit:	<u>Superior Court</u>		
Shifts and Days:	<u>Monday - Friday First</u>	Job Location:	<u>Providence County</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Bargaining Unit:	<u> </u>		

INSTRUCTIONS

STATE EMPLOYEE: Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

MOST IMPORTANT- please include the following information:

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|--|----------------------------------|
| ◆ The title of the position for which you are applying | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation *** |
- ****In certain agencies, bargaining union applicants will receive preferential consideration according to contract*

NON STATE EMPLOYEE: Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

MEDICAL INFORMATION: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

DUTIES /RESPONSIBILITIES:

To review and categorize juror qualification questionnaires received by mail; to collect and record information on potential and selected jurors; to coordinate clerical activities to support juror qualification and summoning; to assist with the juror payroll, preparation of invoices, and general bookkeeping; and to assist the Jury Commissioner or Deputy Administrator/Clerk in the operation of the office. Required to perform other clerical duties including typing, filing, answering telephones, responding to public inquiries, and other duties as assigned by the Jury Commissioner.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

Graduation from a senior high school, including or supplemented by courses in typing and/or word processing with a knowledge of Microsoft Word and Excel. Experience such as gained through employment in a position involving bookkeeping and payments or a combination of education and equivalent to the above.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.
SEND RESUME AND/OR CS-14 Application to:

Eugene J. McMahon
Jury Commissioner/ Superior Court
250 Benefit Street
Providence, RI 02903
Fax: 401-222-4318

TDD#: 401-222-3269

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS

Reasonable Accommodation:

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall **not** be considered unqualified for the position.

CS-376 Rev. (2/05)